# Grant & Per Diem: Smart Simple Guide

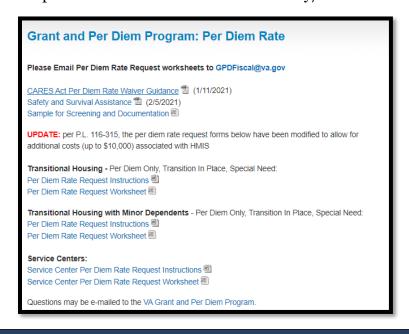
How-To: Submit Per Diem Rate Modification Request

**GPD Provider Webpage** 

# Step 1: Download Per Diem Worksheets from VA Website

**Per diem rate request worksheets and instructions** are available for download from the GPD Per Diem Rate Website: <a href="https://www.va.gov/HOMELESS/GPD">https://www.va.gov/HOMELESS/GPD</a> ProviderRate.asp

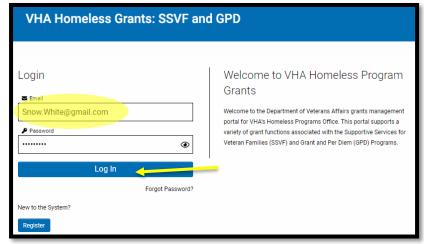
- Make sure to read the instructions
- Complete the MS Excel worksheet that corresponds to your grant type **before** logging into SmartSimple to complete the Initial Per Diem Rate activity/task



#### Step 2: Log into SmartSimple

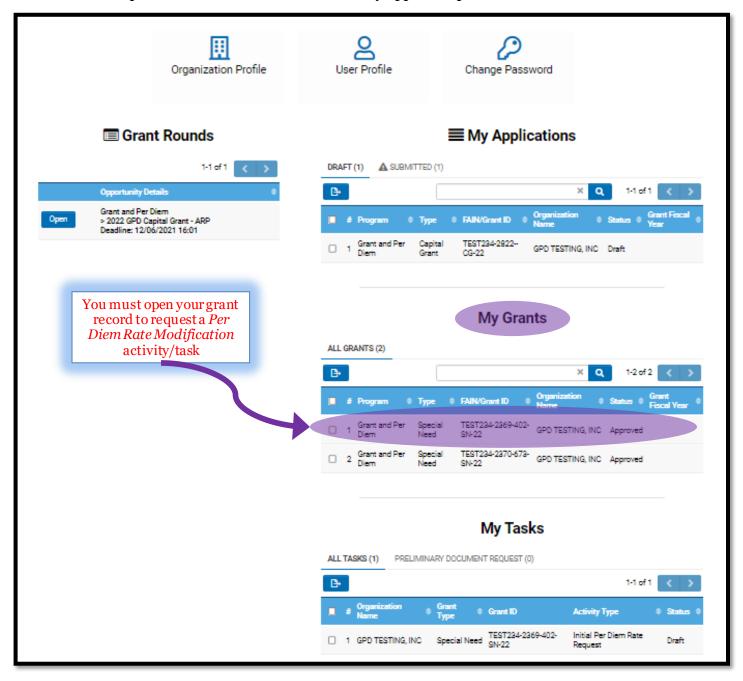
Access Smart Simple: https://hmlsgrants-va.mod.udpaas.com/s Login.jsp

- Your agency's SmartSimple point of contact logs into the system
- Enter your email address and password and click the Log In button



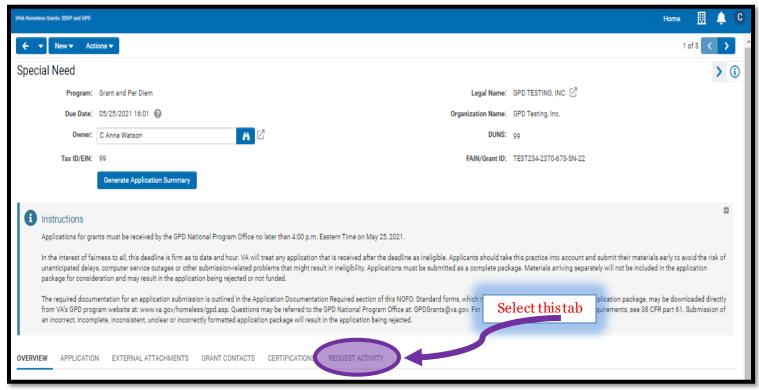
## Step 3: From Main, select the appropriate grant award under My Grants

From the SmartSimple main page look under **My Grants** for the **FAIN/Grant ID** for which you would like to request a modification to the currently approved per diem rate.



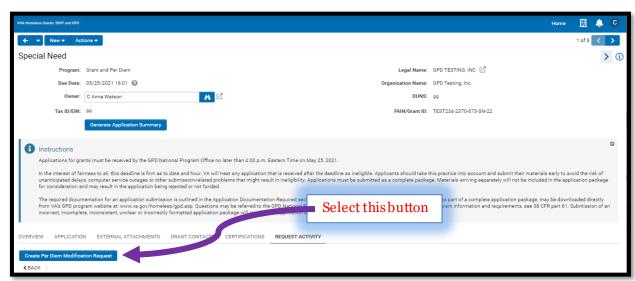
#### Step 4: Navigate to Request Activity tab

When the grant record opens it defaults to the Overview tab. Navigate to the **Request Activity** tab on the far right.



# Step 5: From the REQUEST ACTIVITY tab; select CREATE PER DIEM MODIFICATION REQUEST Button

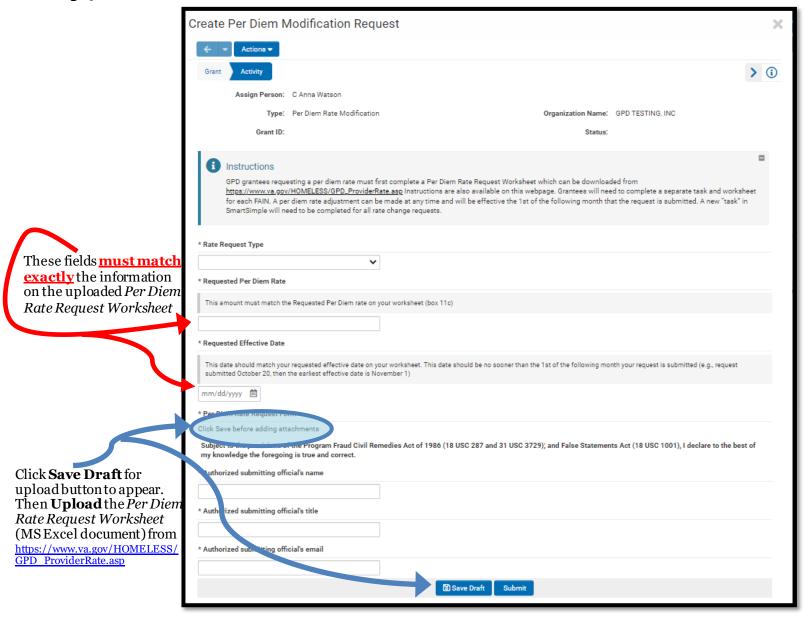
From the **Request Activity** tab select the **Create Per Diem Modification Request** (blue button)



#### Step 6: Open Per Diem Rate Modification template; SAVE DRAFT

Step 1: click Save Draft before completing form; this will make the upload button 2: complete the form; information in the template below must match the Per Diem Rate Request Worksheet that you attach, or the activity will be returned for corrections Step 3: upload your completed Per Diem Rate Request Worksheet (MS Excel) document

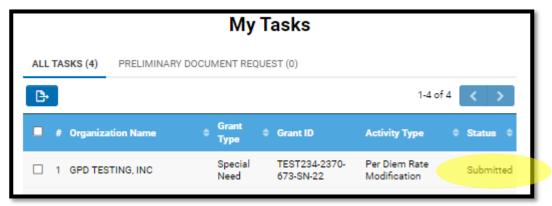
Step 4: click Submit



#### Step 5: Navigate to main page; activity should be in pending status

After submitting the *Per Diem Rate Modification* request, navigate to the SmartSimple main page (shown in step 3) and your activity/task will indicate **Submitted** status.

GPD program staff will review your request and reach out to the identified point of contact, if there are questions/issues.



## Step 6: Approval email sent; activity complete

Once approved, an email will be sent to the SmartSimple point of contact. Email notification will include the **approved per diem rate** and **effective date**.

If future per diem rate changes are necessary, complete another *Per Diem Rate Modification* activity/task.

